



Commercial Occupancy Review

Approval of Commercial Occupancy Permit by the City of Rock Hill is required before the operation of any business.

1. The application form must be completed in its entirety to be accepted for processing.
2. This application form is not the permit. After an inspection by the City Building Inspector has been completed and all Code requirements have been satisfied, a permit will be issued. Occupancy of the building prior to approval of permit is prohibited.
3. A total fee of forty-five dollars (\$45.00) is due at the time of application submittal. This includes a five dollar (\$5.00) permit fee. There is a forty dollar (\$40.00) fee that covers the initial inspection, and the first (1st) re-inspection. A twenty dollar (\$20.00) re-inspection fee shall be paid for each inspection of all buildings that fail to meet all applicable Code requirements after the initial inspection and the first (1st) re-inspection.
4. A Business License and Merchant/Manufacturer's License are also required before any operations of business. This and other applications may be obtained at the City Clerk's Office within City Hall.

Application Date _____



Commercial Occupancy Permit Application

**Application Fee of \$45 Required at Time of Submittal.*

Address to be Occupied _____ **Application No.** _____

Name of Firm _____

Nature of Firm _____ Date of Occupancy _____

(Retail, Office, Restaurant, Church, School, Industrial, etc.)

Complete Description of Operation:

Number of Employees _____ Sq. ft. of tenant space _____ Total Sq. Footage _____

Use of Hazardous/Flammable Materials _____ No. of Parking spaces _____

Manager/Contact Person _____ Phone # _____

Manager/Contact Person's Address _____

Number

City/ZIP Code

Property Owner _____ Owner's Phone # _____

Owner's Address _____

Number

City/State/ZIP Code

I have read, understand, and have complied with all codes pertaining to this application including supplying the required fee. I also understand that this application is NOT a permit and that occupancy of premises before inspection is prohibited.

Signature of Applicant _____ Date _____

For city use only

Zoning district _____ Zoning approved _____ not approved _____

Parking requirements _____ approved _____ not approved _____

City Approved by _____ **Date** _____